

Village of Weston, Wisconsin  
OFFICIAL MEETING MINUTES OF THE PERSONNEL COMMITTEE

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**Monday, February 15, 2016, at 4:30 p.m.**

**A. Opening of Session.**

1. Meeting called to order by Trustee Ziegler at 4:30 p.m.
2. Clerk will take attendance and roll call

**Roll call indicated 4 members present.**

Member	Present
Ziegler, Jon	YES
Berger, Scott	YES
Penza, Don	YES
Hegg, Robin	NO
Pagel, Deb	YES

Village Staff in attendance: Higgins, Weinkauff, Hodell, Donner and Wodalski. Trustee White was also in attendance.

**3. Request for silencing of cellphones and other electronic devices.**

Ziegler requested the silencing of cellphones.

**4. Acknowledgment of visitors if any.**

There were no visitors present.

**B. Comments from the public on matters pertaining to committee business and oversight.**

No comments.

**C. Presentations.**

No presentations.

**D. Business Items for consideration, discussion, and action.**

**5. Meeting minutes from January 18, 2016.**

*Motion by Berger, second by Pagel to approve the meeting minutes.*

**Yes Vote: 4      No Votes: 0      Abstain: 0      Not Voting: 1      Result: PASS**

Trustee	Voting
Ziegler, Jon	YES
Berger, Scott	YES
Penza, Don	YES
Hegg, Robin	-
Pagel, Deb	YES

**6. Recommendation to make modifications to Section 7.07 "Call-in-Pay" and Section 7.08 "On Call Pay / Stand-by-Duty" of the Village of Weston Policies and Procedures Handbook.**

Donner explained that last year the modifications to call-in pay and stand-by duty pay were approved by the Committee and Board of Trustees, but the changes were never made to Section 7.07 of the Employee Handbook. Berger asked about the difference in pay between the Street employees and Utility employees. Donner said the call-in and stand-by hours for the Utility employees is more unpredictable than the employees of the Street Department. Penza asked about the frequency of call-in hours. Donner said, on average, it happens once a week with the Utility employees. Berger asked about the call-in and stand-by pay for other municipalities in the area. Donner said the amounts compare to what others are paying. Typically, it's about

10 percent of an employee's gross pay. Donner said the Village's attorney reviewed his opinion and the Village is complying with all applicable laws as it relates to call-in pay. Ziegler does not feel we need to be concerned with what others are paying. Pagel said she is fine with the recommendation as long as the Village is being fair.

***Motion by Pagel, second by Penza to approve the Recommendation to make modifications to Section 7.07 "Call-in-Pay" and Section 7.08 "On Call Pay / Stand-by-Duty" of the Village of Weston Policies and Procedures Handbook.***

**Yes Vote: 4      No Votes: 0      Abstain: 0      Not Voting: 1      Result: PASS**

<b>Trustee</b>	<b>Voting</b>
Ziegler, Jon	YES
Berger, Scott	YES
Penza, Don	YES
Hegg, Robin	-
Pagel, Deb	YES

**7. Update on Carlson Dettmann Training.**

Weinkauff gave an update on the employee training with Carlson Dettman.

**8. Update on Lumin Training.**

Weinkauff gave an update on the employee training with Lumin.

**9. Update on recruitments and searches.**

Weinkauff gave an update on the recent recruitments and open positions that the Village is trying to fill.

**E. Reports.**

**10. Clerk / Employee Resources Manager**

Weinkauff reported there is an Election tomorrow and she has been really busy trying to get ready for it.

**11. Administrator**

No comments.

**E. Remarks from Committee; discuss items to be included for the next Personnel Committee agenda.**

No comments.

**F. Set next meeting date for Mon, March 21st, 2016.**

**H. Announcements.**

- Save the date: 20<sup>th</sup> Anniversary Celebration – Friday, March 11<sup>th</sup>, 2016 @ Dale's Weston Lanes.

**I. Adjourn.**

Ziegler adjourned the meeting at 4:47 p.m.

**Sherry Weinkauff, Village Clerk**